



Application for Subdivision Plat Approval

(Complete all information)

(Check One)

- | | | | |
|---------------------------------------|---|--|---|
| <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Conveyance Plat |
| <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Replat | <input type="checkbox"/> Correction Plat | <input type="checkbox"/> Plat Abandonment |

Subdivision Name

Name: _____

Lots & Blocks : _____

File Case No.

Reference Case No.

Record Owner of Property / Agent*

Primary Contact

Printed Name: _____

Signature: _____ Date _____

Phone ()

Fax ()

Email _____

Address _____

City _____

State _____

Zip _____

Applicant (Developer / Subdivider)

Primary Contact

Printed Name: _____

Phone ()

Fax ()

Email _____

Address _____

City _____

State _____

Zip _____

Engineer/ Surveyor

Primary Contact

Firm: _____

Representative Name (Print) : _____

Phone ()

Fax ()

Email _____

Address _____

City _____

State _____

Zip _____

Development Yield

Gross Site Area (Acreage): _____

Total Number Lots: _____

Residential Lots: Number _____

Total Number Dwelling Units: _____

Acreage : Single Family Detached _____ Single Family Attached _____ Two Family _____ Multifamily _____

Non-Residential Lots : Number _____

Acreage: Commercial Lots _____ Industrial Lots _____ Open Space Lots _____ Right-of-Way _____

Complete Application

A plat application will not be considered filed pursuant to Section 212.009 of the Texas Local Government Code until all required documents and fees have been submitted and ***all of the terms and conditions of the Subdivision Ordinance, including all necessary studies, plans and supporting information are accepted and approved***, or the applicant has filed a waiver request for sections from which the plat deviates. Once a plat meets the requirements to be considered filed with the City, the application will be placed on the Development Review Committee agenda and the City Plan Commission agenda for consideration under the time requirements set out in Section 212.009.

Fee:

Received by:

Date:

* Note: An Agent must furnish a **signed 'Letter of Authorization' from the owner**, when submitting this application.

1-2014



LETTER OF AUTHORIZATION FOR CITY PLAN COMMISSION REPRESENTATION

AUTHORITY IS HEREBY GRANTED TO (NAME) _____
ACTING ON MY BEHALF AS THE OWNER OF THIS PROPERTY AS INDICATED AT THE APPRAISAL DISTRICT, TO
FILE AND PRESENT AN APPLICATION TO THE CITY OF FORT WORTH, TEXAS, TO REQUEST A SUBDIVISION OF
THE FOLLOWING PROPERTY:

(LEGAL DESCRIPTION)

ACKNOWLEDGEMENTS:

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now, or will be, fully prepared to present the above proposal at the City Plan Commission and City Council hearings if necessary.

I understand that decisions by the City Plan Commission on platting matters are final, while action on other items are recommendations that will be forwarded to the City Council for final determination.

I reserve the right to withdraw this proposal at any time within 14 days from the deadline filing date, upon written request filed with the Executive Secretary to the Commission, and such withdrawal shall immediately stop all proceedings. I understand that the filing fee is not refundable upon withdrawal of proposal nor upon denial of my case.

THIS AUTHORIZATION WILL REMAIN IN FORCE UNLESS REVOKED BY WRITTEN NOTICE.

OWNER'S SIGNATURE of the above described property: _____

OWNER'S NAME (printed) _____

ADDRESS and ZIP _____

TELEPHONE: _____ EMAIL: _____

RELATED CASE NO., if applicable: _____

PLATTING, ZONING AND BOARD OF ADJUSTMENT FEE SCHEDULE

CITY OF FORT WORTH, TEXAS – PLANNING & DEVELOPMENT DEPARTMENT

A. SUBDIVISION PLATS

1. Concept Plan.....\$900
2. Preliminary Plat:
 - a. Application fee\$700*
*plus \$15 per acre non-SF
*plus \$8 per lot single family
(\$20 per lot for final and minor plats)
3. Final Plat:
 - a. Application fee\$350*
*plus \$20 per lot single family
*plus \$20 per acre non-SF
4. Re-Plat with Public Hearing.....\$500*
*plus \$20 per lot single family
*plus \$20 per acre non-SF
5. Short Form Replat without Public Hearing....\$350*
*plus \$20 per lot single family
*plus \$15 per acre non-SF
6. Plat Vacation\$400
7. Plat Correction..... \$50
8. Conveyance Plat \$200

B. VACATIONS OR CLOSURES

- R.O.W.s/Emergency and Public Access Easement
1. Street and Alleys.....\$700
 2. Emergency & Public Access Easements\$400

C. MTP – AMENDMENT

1. Master Thoroughfare Plan Change\$700

D. ANNEXATION

1. Annexation (Owner – initiated)
 - i. 75-acres or less\$700
 - ii. More than 75-acres\$700*
(*plus \$10 per acre over 75- acre)
2. Annexation (Limited Purpose)\$3,000

E. STREET NAME CHANGE

1. Street Name Change\$700

F. ZONING BOARD OF ADJUSTMENT

1. Variance
 - i. Residential (owner-occupied).....\$300*
 - ii. Non-Residential.....\$500*
2. Special Exception
 - i. Residential (owner-occupied).....\$400
 - ii. Non-residential.....\$750
3. Interpretation Request.....\$400

(plus \$75 for each additional Variance or Special Exception request within the same application)

G. ZONING

1. Zoning Change Request
 - iii. Less than 1-acre.....\$1000**
 - iv. 1-5 acres\$1300*
 - v. 5.01 - 10 acres\$1600*
 - vi. 10.01 – 25 acres.....\$2000
 - vii. 25.01 or more acres (base fee).....\$2000
2. “PD” Planned Development Site Plan.....\$800*
3. Zoning Verification Letter.....\$50
4. Unified Residential Development Plan
 - viii. New\$600
 - ix. Revision\$300

Notes:

**Designated fee shall be twice the amount when double noticing and special City Council consideration is required, apart from the normal processing schedule.*

*** For application requests of less than 1 acre in size, when down zoning to one or two family districts that is consistent with the most current adopted Future Land Use Plan, a reduced fee of \$450 applies.*

H. HEARING CONTINUANCE \$200

1. At Applicant’s Request (After public notice) Re:
Board of Adjustment, City Plan and Zoning
Commissions’ Public Hearings.

I. URBAN FORESTRY BOARD

1. Basic Fee first five acres (up to 5.0)
+ 1 revision.....\$250
2. Additional acreage (5.01) acres and over\$15/ac.
above base fee
3. Additional revisions (each)\$100
4. Appeal to Urban Design Commission.....\$300

PRELIMINARY PLAT/ CONCEPT PLAN CHECKLIST

Case Number: _____

1. ☐ Bar scale, scale, north arrow
2. ☐ Plat title block, plat name, plat preparation date
3. ☐ Original survey and acreage of area being platted
4. ☐ Reference Case Numbers
5. ☐ Subdivider / Owner name and address
6. ☐ Vicinity map (labeled "NTS," oriented and showing at least two nearby major thoroughfares)
7. ☐ Adjacent property information (owner name, recording volume and page, recorded lots)
8. ☐ Existing / Proposed Land Use of plat area and land within 300 feet
9. ☐ Existing/ Proposed Zoning of plat area and land within 300 feet
10. ☐ Land Use Table as indicated on application at "Development Yield"
11. ☐ Topographic Contours at 5 foot intervals
12. ☐ Perimeter Tree Outline
13. ☐ Identification of 100 Year Flood Plain and Flood Way limits
14. ☐ Development Phasing boundaries
15. ☐ Project boundary in bold weight, solid line
16. ☐ Solid lot lines
17. ☐ Clearly indicate all existing and proposed easements
18. ☐ Right-of-way lines clearly shown on plat
19. ☐ Sequential lot and block numbering
20. ☐ Block / Street Length Table
21. ☐ Overall, Centerline, Median and radii measurements of all ROW
22. ☐ Location of all existing Oil and Gas Wells
23. ☐ Tie-down to nearest existing street intersection
24. ☐ City limits and/or ETJ boundaries
25. ☐ Identification of open spaces or HOA lots
26. ☐ Identification of any remaining portions of lots
27. ☐ Lot areas and widths in conformance to underlying zoning

Service Providers:

Electric Service Company _____
 Water Source _____
 Sewer Source _____
 School District _____
 County _____

Submittal Requirements:

- ☐ 30 Full Size Plats – folded
- ☐ 8 1/2 x 11 copy of plat
- ☐ Completed Application & Checklist
- ☐ Storm Water Management Plan acceptance letter
- ☐ Digital Submission (MicroStation or AutoCad) and PDF
- ☐ Traffic Impact/ Assessment Study (if required)
- ☐ Comprehensive Water/ Sewer Study (if required)
- ☐ ETJ - Names/addresses of property owners within 300 ft in Word Document
- ☐ Letter of Authorization from Record Property Owner or owner signed Application

FINAL PLAT/ RE-PLAT/ MINOR PLAT CHECKLIST

Case Number: _____

1. ☐ Bar scale, scale, north arrow
2. ☐ Plat title block, plat name, plat preparation date
3. ☐ Original survey and caption information
4. ☐ Reference Case Numbers
5. ☐ Subdivider/ Owner name and address
6. ☐ Surveyors/ Engineers' Certification, sealed
7. ☐ Owner Certification / Plat Dedication
8. ☐ City of Fort Worth Approval Block
9. ☐ County Judge's Approval Block, if necessary
10. ☐ Vicinity map (labeled "NTS," oriented and showing at least two nearby major thoroughfares)
11. ☐ Adjacent property information (owner name, recording volume and page, recorded lots)
12. ☐ Land Use Table as indicated on application at "Development Yield"
13. ☐ Project boundary in bold weight
14. ☐ Lot lines, easement lines, right-of-way lines clearly shown on plat
15. ☐ Sequential lot and block numbering
16. ☐ Identify items used for Block & Boundary Corners/ Monuments
17. ☐ Overall, Centerline and radii measurements of all ROW
18. ☐ Tie-down to nearest existing street intersection
19. ☐ City limits and/or ETJ boundaries
20. ☐ Identification of open spaces or HOA lots
21. ☐ Identification of flood plain
22. ☐ Identification of any remaining portions of lots
23. ☐ Lot areas and widths in conformance to underlying zoning
24. ☐ Recording information for easements; Ordinance numbers for all street and alley vacations and closures
25. ☐ Appropriate plat notes:

A. <input type="checkbox"/> Water/ Wastewater Impact Fees	G. <input type="checkbox"/> Floodplain Restriction
B. <input type="checkbox"/> Building Permits	H. <input type="checkbox"/> Flood Plain/ Drainage Way Maintenance
C. <input type="checkbox"/> Utility Easements	I. <input type="checkbox"/> Private Common Areas and Facilities
D. <input type="checkbox"/> Site Drainage Study	J. <input type="checkbox"/> Construction Prohibited over Easements
E. <input type="checkbox"/> Sidewalks	K. <input type="checkbox"/> Oil or Gas Well Proximity to Buildings
F. <input type="checkbox"/> Residential Drive Access Limitation	L. <input type="checkbox"/> Covenants or Restrictions are Unaltered

Service Providers:

Electric Service Company _____
 Water Source _____
 Sewer Source _____
 School District _____
 County _____

Requirements at Time of Recording:

- ☐ 2 copies of plat ☐ Tax Certificates
☐ Owners Dedication ☐ Check for recording fee

Submittal Requirements:

- ☐ 15 Full Size Plats or 18 for ETJ (25 if public hearing) – folded
☐ 8 1/2 x 11 copy of plat
☐ PDF of plat
☐ Completed Application & Checklist
☐ Storm Water Management Plan with Final Plat (FP) Application
 A SWMP may be required for Minor Plats and Replats (FS)
 prior to plat recording.
☐ Letter of Authorization from Record Property Owner or owner
 signed application



Development Department

STANDARD PLAT NOTES

01/23/12

Water / Wastewater Impact Fees

The City of Fort Worth has an ordinance implementing the assessment and collection of water and wastewater impact fees. The total amount assessed is established on the filing date of this plat application, based upon Schedule I of the impact fee ordinance in effect as of the date of the plat. The amount to be collected is determined under Schedule II of said ordinance, and becomes effective on the date a building permit is issued, or on the connection date to the municipal water and/or wastewater system.

Utility Easements

Any public utility, including the City of Fort Worth, shall have the right to move and keep moved all or part of any building, fence, tree, shrub, other growth or improvement which in any way endangers or interferes with the construction, maintenance, or efficiency of its respective systems on any of the easements shown on the plat; and they shall have the right at all times to ingress and egress upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining, and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone.

Transportation Impact Fees

The City of Fort Worth has an ordinance implementing the assessment and collection of transportation impact fees. The total amount assessed is established on the approval date of this plat application, based upon Schedule 1 of the impact fee ordinance in effect as of the date of the plat. The amount to be collected is determined under Schedule 2 of said ordinance, and is due on the date a building permit is issued.

Site Drainage Study

A site drainage study, showing conformance with the approved roadway drainage plan, may be required before any building permit will be issued on this site (a grading plan in some instances may be adequate.) If the site does not conform, then a drainage study may be required along with a CFA for any required drainage improvements and the current owner shall submit a letter to the Department of Transportation and Public Works stating awareness that a Site Drainage Study will be required before any permit is issued. The current owner will inform each buyer of the same.

Floodplain Restriction

No construction shall be allowed within the floodplain easement, without the written approval of the Director of Transportation and Public Works. In order to secure approval, detailed engineering plans and/or studies for the improvements, satisfactory to the Director, shall be prepared and submitted by the party(s) wishing to construct within the flood-plain. Where construction is permitted, all finished floor elevations shall be a minimum of two (2) feet above the 100-year flood elevation.

Flood Plain/Drainage-Way: Maintenance

The existing creek, stream, river, or drainage channel traversing along or across portions of this addition, will remain unobstructed at all times and will be maintained by the individual lot owners whose lots are traversed by, or adjacent to, the drainage-ways. The City of Fort Worth will not be responsible for the maintenance, erosion control, and/or operation of said drainage-ways. Property owners shall keep the adjacent drainage-ways traversing their property clean and free of debris, silt or other substances which would result in unsanitary conditions, and the City shall have the right of entry for the purpose of inspecting the maintenance work by the property owners. The drainage-ways are occasionally subject to storm water overflow and/or bank erosion that cannot be defined. The City of Fort Worth shall not be liable for any damages resulting from the occurrence of those phenomena, nor the failure of any structure(s) within the drainage-ways. The drainage-way crossing each lot is contained within the floodplain easement line as shown on the plat.

Sidewalks

Sidewalks are required adjacent to both sides of all public and private streets, in conformance with the *Sidewalk Policy* per "City Development Design Standards".

Private Common Areas and Facilities

The City of Fort Worth shall not be held responsible for the construction, maintenance or operation of any lots containing private common areas or facilities identified as such on this plat. Said areas shall include, but not be limited to: private streets, emergency access easements, and gated security entrances; recreation areas, landscaped areas and open spaces; water and wastewater distribution systems and treatment facilities; and recreation/ clubhouse/exercise/ buildings and facilities.

The land owners and subsequent owners of the lots and parcels in this subdivision, acting jointly and severally as a land owners association, shall be responsible for such construction, reconstruction, maintenance and operation of the subdivision's private common areas and facilities, and shall agree to indemnify and hold harmless the City of Fort Worth, Texas, from all claims, damages and losses arising out of, or resulting from the performance of the obligations of said owners association, as set forth herein.

Building Permits

No building permits shall be issued for any lot in this Subdivision until an appropriate CFA or other acceptable provisions are made for the construction of any applicable water, sewer, storm drain, street lights, sidewalks, or paving improvements; and approval is first obtained from the City of Fort Worth.


Construction Prohibited Over Easements

No permanent buildings or structures shall be constructed over any existing or platted water, sanitary sewer, drainage, gas, electric, cable or other utility easement of any type.

Covenants or Restrictions are Un-altered

This Replat does not vacate the previous "Plat of Record" governing the remainder of the subdivision, nor does it amend or remove any deed covenants or restrictions.

<p>Building Construction Distance Limitation to an Oil Or Gas Well Bore</p> <p>Pursuant to the Fort Worth City Code, no building(s) not necessary to the operation of an oil or gas well shall be constructed within the setbacks required by the current Gas Well Ordinance and adopted Fire Code from any existing or permitted oil or gas well bore. The distance shall be measured in a straight line from the well bore to the closest exterior point of the building, without regards to intervening structures or objects.</p>	<p>Residential Driveway Access Limitation</p> <p>Driveway access from an adjacent Urban Local Residential, Limited Local Residential, Cul-de-sac, Loop, or Collector street to a residential lot less than fifty (50) feet in width at the building line shall be by one of the following means:</p> <ol style="list-style-type: none"> Rear entry access shall be provided from an abutting side or rear alley or A common shared driveway, centered over the common lot lines between the adjacent dwelling units, shall be provided within an appropriate access easement.
<p>Public Open Space Easement</p> <p>No structure, object, or plant of any type may obstruct vision from a height of 24-inches to a height of 11-feet above the top of the curb, including, but not limited to buildings, fences, walks, signs, trees, shrubs, cars, trucks, etc., in the public open space easement as shown on this plat.</p>	<p>Conveyance Plat Limitations</p> <p>This <i>Conveyance Plat</i> shall not convey any rights to development, or guarantee of public utilities, public or private access, or issuance of addressing and permits, without compliance with all subdivision rules and regulations and the approval and recording of a <i>Final Plat</i>.</p>

	
<p>CITY PLAN COMMISSION CITY OF FORT WORTH, TEXAS</p>	
<p>THIS PLAT IS VALID ONLY IF RECORDED WITHIN NINETY (90) DAYS AFTER DATE OF APPROVAL.</p>	
<p>Plat Approval Date :</p>	
<p>By : _____</p>	<p><i>Chairman</i></p>
<p>By : _____</p>	<p><i>Secretary</i></p>

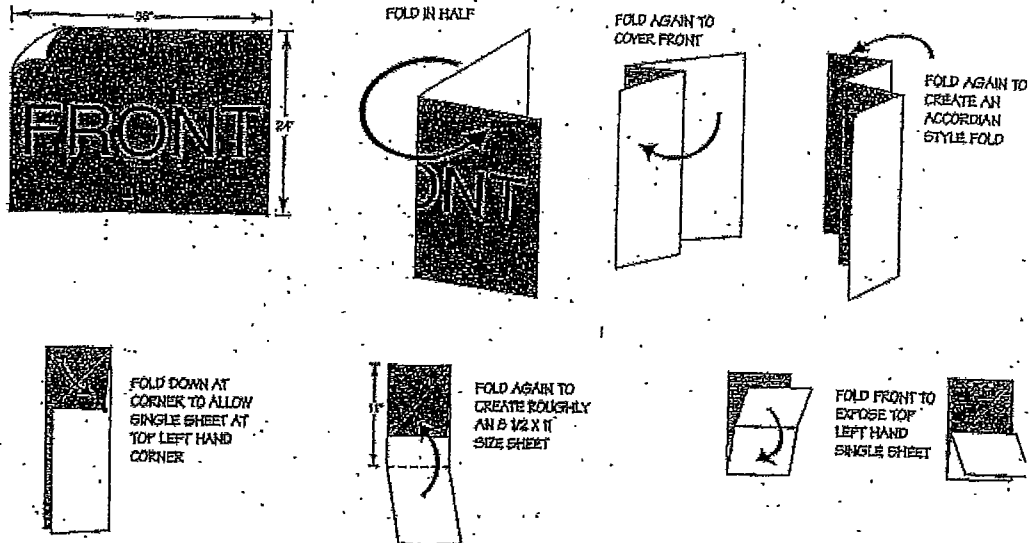
Standard City Plat Approval Block

Standard Plat Approval Block shown above, shall be placed on all Final and Short Form Plats and Re-Plats in the **size** and **style** shown above.

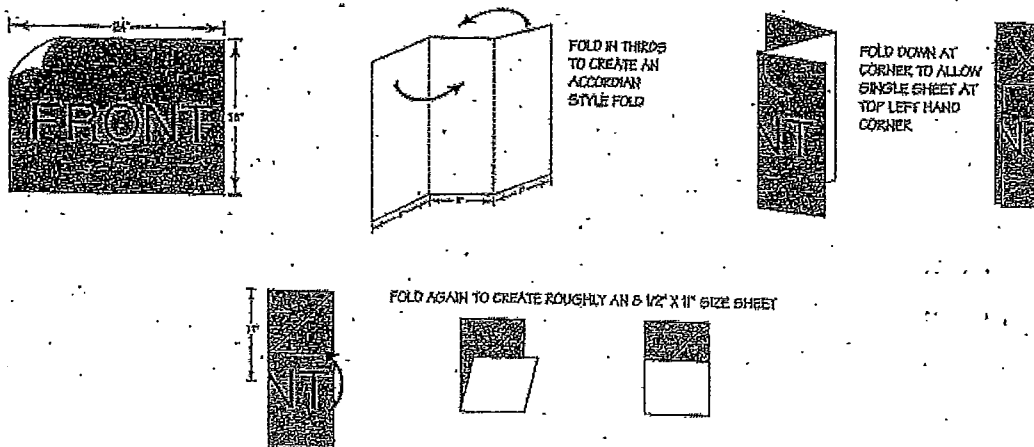
DEVELOPMENT DEPARTMENT PLAT FOLDING INSTRUCTIONS

THIS FOLD ALLOWS THE PLATS TO BE INSERTED INTO NOTEBOOKS AND FASTENED AT THE TOP FOR EASY ACCESS. PLAT FOLDED IN THIS FASHION CAN BE VIEWED AND/OR REMOVED WITHOUT HAVING TO BE REMOVED FROM THE FILES.

FOR A 24" X 36" PLAT



FOR AN 18" X 24" PLAT



COPIES REQUIRED:
25 COPIES-SHORT FORMS REPLAT AND FINALS
35 COPIES-PRELIMINARY PLAT & "ETJ" PLATS